

Visayas State University
Visca Baybay City, Leyte
July 10, 2022

Dear Ma'am/ Sir,

As a highly skilled and competent individual, I am writing to express my strong interest in working for your company. I believe my knowledge and qualification will certainly make me a valuable addition.

I am competent in providing timely, efficient, and accurately results. Moreover, while my Enterprise Development Project experience has afforded me skillsets and strong decision-making abilities I am endowed with:

- Strong organizational and management skills;
- Ability to produce a consistently accurate data for the production activities;
- Ability to manage marketing activities; and
- Ability to assess financial records.

In addition to my experience and personal qualities, I have a solid education foundation with an eye for perfection. I am extremely enthusiastic about working for your company and would welcome the opportunity to contribute to your business growth.

Please review my attached resume for additional details regarding my expertise and career achievements.

Thank you for your time and consideration.

I look forward to hearing from you soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Versoza, Mia Faith T.', with a stylized flourish at the end.

Versoza, Mia Faith T.